Minutes of the Wednesday, December 16, 2015 Information Technology meeting held in the Dodge County Administration Building, in Room 2A, 2nd floor in the Dodge County Administration Building, 127 E. Oak Street, Juneau, WI at 5:45 PM.

Members Present: Maly, M. Bobholz, Duchac, J. Bobholz, Houchin

Members Excused: None

Also Present: Ruth M. Otto, Director of Information Technology

Meeting called to order at 5:51 PM by Supervisor Maly.

Supervisor Maly acknowledges that sufficient members of the Information Technology Committee are present and therefore there is a quorum at start of meeting.

Supervisor Maly confirms compliance with open meetings law following brief posting report by IT Director.

Motion by Duchac, seconded by Houchin, to approve Information Technology Committee agenda as presented and to grant permission for IT Committee Chair to deviate from agenda as needed. Motion carried.

No Public Comments or Committee Member reports.

Motion by J. Bobholz, seconded by Houchin to approve minutes from Tuesday, November 10, 2015 of the Information Technology Committee meeting. Motion carried.

Discussion was had on a policy for handling data from terminated employees for consistency. This was discussed at the October meeting the direction given was to take this to Management Counsel to get their feedback. Management felt the best process was to leave email open for 3 months with an out of office to indicate who should be contacted in the person's place. As far as data, it was agreed it be moved to their supervisor immediately and the supervisor can determine what should be retained. The IT Committee agree with the feedback and a formal policy will be drafted and brought back to both the IT Committee and HR Committee for approvals.

Discussion was had on a proposed Information Technology Advisory Board. This board would consist of a representative or two from the IT Committee but also department heads to discuss perspective technology changes or needs. The committee agree the board is a good idea and it was in existence in the past. They recommended it not only contain department heads but others below that level to provide opportunities for others within the ranks to be included. It was also recommended that the board rotate out, perhaps every 6 months, so others have a chance to

participate and also to not cause a burden to a few to always be a part of that board. Another recommendation was to compile an agenda for this board each month and share that with Management so others can share their thoughts/opinions with those on the board when discussed. This board will be more formally drawn up over the next month or two.

Discussion was had on the consulting proposal received from GFOA (Government Financial Officer's Association) to perform the Business Process Improvement and ERP Advisory Services. This proposal is to assist the County in preparing for the implementation of the new ERP system that will take the place of JD Edwards, a system that has been in place since 1994. The consensus of the committee is favorable to moving forward with such a service to ensure we put our new system in the way it was meant to be and all departments use it as it was meant to be.

There was an item on the agenda in regards to carrying over funds from 2015 to 2016 but it was stated by the IT Director that there is no need to request such a move of funds.

Under the IT Director's report the following were summarized and reviewed:

- New World – Data conversion is left to discuss. A proposal was received from New World with costs to the County and it is the intention of the Sheriff to not pay New World to handle that conversion. More discussions will come on how to handle the historical data with the implementation of Spillman.
- Kronos project – Advanced Scheduler is waiting for a new implementer as the one assigned was a contractor who had poor English skills. Talent Acquisition is being actively worked with the goal to go live by the end of the year. Performance and Compensation will begin early next year.
- NetSmart – the system set up has begun and on schedule.
- GCS – the treasurer and land information system is live. Training has gone well with the local treasurers. What is remaining is permits which will begin next year.
- JD Edwards replacement (ERP) – Tyler is our vendor of choice after many demonstrations due to its ability to fulfill all our requirements for the County.
- A list of the IT projects for 2016 was shared with the group. As in the past, the IT department has no shortage of projects for the upcoming year.
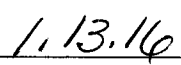
Consideration for Action:
- A motion was made by Houchin, seconded by Duchac, to approve all items for consideration with a single vote. Motion carried.
- Recommended to approve payment of the following items:
  - Exacqvision VMS maintenance for $1,625. This is a 2015 budget item #36 (1811.5249)
  - Vision for website work for $2,000. This is a 2015 budget item #84 (1814.5818)
  - ProStor Infinivault maintenance for $1,400. This is a 2016 budget item #37 (1811.5249).
  - Scanner and FileDirector maintenance for $7,261. This is a 2016 budget item #38 (1811.5249)
  - Aristotle maintenance for $6,913.17. This is a 2016 budget #51 (1811.5249)

- o IBM software/hardware maintenance for $2,936.10. This is a 2016 budget item #80 (1814.5249)
- o Yearly subscription for DR as a service for COOP for $35,995. This is a 2016 budget item #94 (1819.5249)

Suggested next committee meeting date: Wednesday, January 13th at 5:45 PM in Room 2A, 2nd floor in the Dodge County Administration Building, 127 E. Oak St. Juneau, Wisconsin.

Meeting adjourned by Chair Donna Maly at 7:35 PM.

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James Houchin, Secretary   1.13.16

                                                                Date